



## **Community Connections Director**

The Kalamazoo Humane Society is an animal advocacy organization focused on education, leadership, and animal welfare, proudly serving the Kalamazoo and surrounding communities for over 100 years.

KHS is seeking a seasoned full-time Community Connections Director to develop and strengthen external relationships and support through effective strategic communications, community outreach, fundraising and grant writing, under the direction of the Executive Director.

A successful candidate for this position would be able to demonstrate proficiency in the following:

### **Responsibilities:**

- Promote KHS as a community leader
  - Identification and development of community outreach and education programs
- Drive financial results through creation of new funding opportunities
  - Identification and development of fund-raising events and opportunities
  - Continuous improvement of key fund raising through events such as, but not limited to: the annual Dog Walk, Reverse Raffle, etc
  - Foster donor relations and development initiatives, under the direction of the KHS Executive Director
  - Identification of grant opportunities and support of proposal submission
- Ensure effective execution of branding and external communication strategies that build relationships and achieve KHS goals
  - Development of external communications and marketing
    - Newsletter
    - Social Media Sites
    - Website Content

### **Qualifications:**

- 4-5 years experience in fund-raising, donor relations, and communications
- Understanding of issues concerning animal advocacy
- Bachelors degree in Business, Communications, Marketing, or other relevant program(s)

### **Skills:**

- Proven ability to connect with people and build mutually beneficial relationships with demonstrable results
- Excellent written and oral communication
- Strong project management knowledge with an ability to juggle many projects simultaneously
- Ability to read and interpret grant application requirements, laws and regulations.

- Knowledge and proficiency in MS Office
- Advanced organization skills and attention to detail

**Key Competencies:**

- **Advocacy:** Ability to communicate complex goals and objectives verbally and in writing to various audiences in a persuasive and personable manner.
- **Results Orientation:** Recognizes organizational needs and takes specific actions to meet, and when possible, exceed established goals. Ability to create high-quality outcomes, completed within established timeframes. Demonstrates flexibility and adjusts approach, based on the needs of a situation, in order to achieve a desirable result.
- **Collaboration:** Works cooperatively with others in order to achieve shared goals and objectives. Seeks input from others to inform decision making. Understands and appreciates different perspectives and approaches to issues or problems. Openly contributes ideas and assistance, seeking opportunities for team success over individual achievement.

Interested candidates should provide a cover letter and resume to Aaron Winters, Executive Director via E-mail [awinters@kazoohumane.org](mailto:awinters@kazoohumane.org) or mail at 4239 S. Westnedge Avenue, Kalamazoo MI 49008 by September 5, 2014. No phone calls please.